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AUTHOR Jones, Maleeta M.
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ABSTRACT

Supporting performance objective 17 of the V-TECS (Vocational-Technical Education Consortium of States) Secretarial Catalog, both a set of student materials and an instructor's manual on inspecting, verifying, and correcting data are included in this packet. (The packet is the first in a set of three on inspecting and evaluating--CE 016 981-983.) The student materials include two activities with self-checks that require the student to inspect, verify, and correct the accuracy of numerical and written data. The instructor's final checklist is also included. The instructor's manual includes instructions for the teacher and answer keys for the check-out activities. The materials are designed for self-paced individual instruction and may be adapted for use with large groups. (A separate booklet--CE 016 911--lists contents for the three packets in this set along with those in several other sets--seventy-eight packets in all--based on the same V-TECS catalog.) (JT)

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ED155470

INSPECTING AND EVALUATING

INSPECT, VERIFY, AND CORRECT DATA

STUDENT MANUAL

Parpared by

Maleeta M. Jones

These materials support
Performance Objective 17 of the
V-TECS Secretarial Catalog

Published by

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OE 016 981

INSPECT, VERIFY, AND CORRECT DATA

INTRODUCTION

Information found in business papers must be accurate. A numerical error could result in a loss for the business, either in monetary terms or in terms of the customer's good will. An error in written data not only makes the company look bad, but could also cause serious problems. Business papers also need to be neat and legible. It does little good to have an outstanding report if it cannot be read or if it does not present a professional idea of the company. It is the secretary's responsibility to check all types of business papers each day for completeness and accuracy. This may seem like a very small task, but it actually represents the lifestream of the secretary's work because so much depends on how well the job is done.

DIRECTIONS

If you have already completed work on inspecting, verifying, and correcting data, read the objective below. If you are ready to perform this task, read the Check-Out Activities on page 6. Then arrange with your Instructor to complete the Check-Out Activity;

or

If you need to complete learning activities in order to be able to perform the tasks, turn to page 2 and complete the Learning Activities in the order given.

OBJECTIVE

Given source documents and a group of business papers and records, some of which contain errors, inspect and verify accuracy of the numerical and written data. Make necessary corrections. All behavior required must be completed with 100% accuracy for a rating of acceptable.

LEARNING ACTIVITIES

1 READ Instruction Sheet I, INSPECTING, VERIFYING, AND CORRECTING DATA.

or

2 CHECK YOUR KNOWLEDGE by completing Student Self-Check I, INSPECTING AND EVALUATING.

or

3 ARRANGE with your instructor to complete this unit by performing the Check-Out Activities.

INSTRUCTION SHEET I

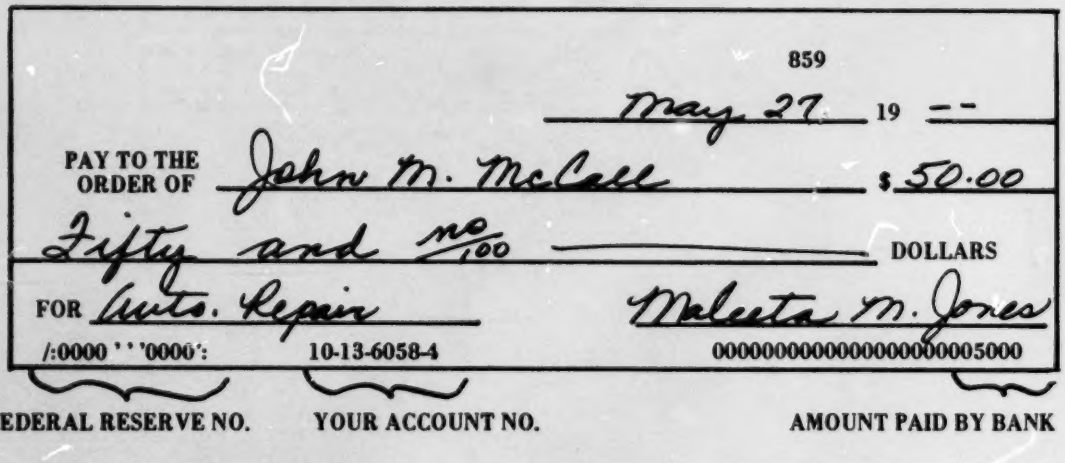
There are many tasks you will be required to do if your job includes inspecting, verifying, and correcting data on business forms. Much of this depends on the type of forms with which you will be working.

On a bank statement, it is important that the customer's name and address is correct, and that only those checks and deposits belonging to that account are included in the statement. It is equally important that the balances are correct.

On a cancelled check, you must verify that the bank has encoded the check with the correct amount. Some people do not know that you do not verify the amount of the check that you wrote with the amount on the statement. You must check the amount encoded by the bank, because if the bank encodes the check incorrectly, your account will not balance with your checkbook. You must also be sure that deposits agree with your records in the same manner.

Invoices need to be checked for the correct written information in the heading, but also for amounts. You must be able to verify extensions. This means you must check to insure that the extension (quantity times unit price) is accurate. You must also pay particular attention to checking sales taxes and totals. Be sure to check and recheck totals.

The cancelled check below illustrates where the encoded amount will be located. If the check has been paid incorrectly, you should notify the bank of the error immediately.



STUDENT SELF-CHECK I

Answer true or false to the following five questions on a plain sheet of paper. Check your responses by the key.

1. If the amount in words differs from the amount in figures on a check, the bank will pay the amount in figures.

2. When balancing your statement from the bank, you will need to have your checkbook handy.

3. An extension is the amount which is the price of the item times the quantity.

4. A cancelled check is a check that has been paid by the bank.

5. An outstanding check is a check that is written for a very large amount.

STUDENT SELF-CHECK I

CORRECT RESPONSES

1. False
2. True
3. True
4. True
5. False

CHECK-OUT ACTIVITIES

The statement below explains the activities you must be able to complete in order to finish this unit. As you complete the activity, your Instructor will rate your performance using the Instructor's Final Checklist, INSPECTION AND EVALUATION.

Using the materials provided, inspect the forms which follow, being sure to make necessary corrections.

CHECK-OUT ACTIVITIES

Inspect the forms for possible errors. Make any necessary corrections in pencil.

FORM NO. 1

REGAL STORES, INC.
5353 King Street at Queen
Charleston, SC 29405

Sthr. 8, 19 --

SOLD TO a t Greene

ADDRESS 8758 W. Ada Str.
Charleston, SC 29405

QUAN.	DESCRIPTION	AMOUNT
10	Saucepans	3.95
	at $3.95 ea.	
5	doz. glasses	22.50
	at $4.50/doz.	
Amount of sale		26.45
Sales Tax		1.06
Total		27.51

POSITIVELY NO EXCHANGES

FORM NO. 2

REGAL STORES, INC.
5353 King Street at Queen
Charleston, SC 29405

Oct. 28, 19 --

SOLD TO Mrs. Wanda Smith

ADDRESS 1823 Lager Drive
Hampton, NJ 18754

QUAN.	DESCRIPTION	AMOUNT
1	bracelet	21.80
	at $21.80	
2	Lipsticks	2.50
	at $1.49 ea.	
Amount of sale		24.30
Sales Tax		.98
Total		25.28

POSITIVELY NO EXCHANGES

FORM NO. 3

REGAL STORES INC.
5353 King Street at Queen
Charleston, SC 29405

TO: T & J Athleticses
802 Cheastnut Str.
S. Hampton, NY 02030
TERMS: 10/20, n/30

INVOICE NO. 450
DATE: August 7, 19--
YOUR ORDER NO. 54789
SHIP VIA: Turck

QUANTITY	DESCRIPTION	UNIT PRICE	EXTENSION
18	Scooters, Red, X1783	195.00	1,865.00
4	Surf boards	75.00	300.00
			2,165.00

FORM NO. 4

859

January 17, 19 --

PAY TO THE ORDER OF Roger A. Smith $ 40.76

Forty dollars and 76/100 cents DOLLARS

FOR Loan

Maleeta M. Jones

FORM NO. 5

860

February 18 19 --

PAY TO THE ORDER OF Roger A. Smith $ 845.18

Eight ~~xxxx~~ forty-five and 18/100 DOLLARS

FOR Loan

Maleeta M. Jones

⑆ 000000000-00000000-⑈ 000000 10-13-6058-4 00000000000000084158

FORM NO. 6

REGAL STORES, INC.
5353 King Street at Queen
Charleston, SC 29405

BANK RECONCILIATION

August 25, 19--

CHECKBOOK BALANCE	$7,654.00	BANK STATEMENT BALANCE	$8,092.76
LESS SERVICE CHARGE	24.00	LESS OUTSTANDING CHECKS *	
		#813 $200.00	
		#820 150.00	350.00
CORRECTED BALANCE	$7,630.00	CORRECTED BALANCE	$7,742.76

*A third outstanding check No. 617, was omitted in error; can you determine the amount?

Student _____

Date _____

INSPECT, VERIFY, AND CORRECT DATA

Instructor's Final Checklist

Check the student's performance in the following elements of inspecting, verifying, and correcting data.

Place an X in the appropriate box indicating not accomplished, partially accomplished, or fully accomplished. If, because of special circumstances, the item was impossible to complete, place an X in the "Not Applicable" box.

Performance Level: All items must receive a rating of FULLY ACCOMPLISHED (or Not Applicable). If any items are rated Not Accomplished or Partially Accomplished, the student and instructor will discuss this and decide which learning activities must be repeated.

	Student Performance			
	Not Applicable	Not Accomplished	Partially Accomplished	Fully Accomplished
1. The student checked all forms for accuracy of numerical data.	[ ]	[ ]	[ ]	[ ]
2. The student checked all forms for accuracy of written data.	[ ]	[ ]	[ ]	[ ]
3. The student inspected documents for neatness and legibility.	[ ]	[ ]	[ ]	[ ]
4. The student verified completeness of data.	[ ]	[ ]	[ ]	[ ]
5. The student corrected all errors.	[ ]	[ ]	[ ]	[ ]
6. The student rechecked the corrected documents.	[ ]	[ ]	[ ]	[ ]

INSPECTING AND EVALUATING

INSPECT, VERIFY, AND CORRECT DATA

INSTRUCTOR'S MANUAL

Prepared by

Maleeta M. Jones

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NOTES TO TEACHER

To prepare this module for student use, the following perishable items should be duplicated:

Forms for Check-Out Activities, pp. 7-8
Instructor's Final Checklist, p. 9

Blank copies of the forms used in the Check-Out Activity are provided in your manual should you care to vary the activity.

You may have your students get extra practice in inspection and evaluation skills by checking recordkeeping or accounting papers, proofreading typing papers, or correcting shorthand transcripts.

Keys for the Check-Out Activities are provided in your manual.

KEY

CHECK-OUT ACTIVITIES

Inspect the forms for possible errors. Make any necessary corrections in pencil.

FORM NO. 1

REGAL STORES, INC.
5353 King Street at Queen
Charleston, SC 29405

~~Sept.~~ Oct. 8, 19 --

SOLD TO ~~Mr.~~ A.G. Greene

ADDRESS 8758 W. Ada ~~Ste.~~ St.

Charleston, SC 29405

QUAN.	DESCRIPTION	AMOUNT
10	Saucepans	~~39.50~~ 3.95
	at $3.95 ea.	
5	doz. glasses	22.50
	at $4.50/doz.	
Amount of sale		~~62.00~~ 26.45
Sales Tax		~~2.48~~ 1.06
Total		~~64.48~~ 27.51

POSITIVELY NO EXCHANGES

FORM NO. 2

REGAL STORES, INC.
5353 King Street at Queen
Charleston, SC 29405

Oct. 28, 19 --

SOLD TO Mrs. Wanda Smith

ADDRESS 1823 Lager Drive

Hampton, NJ 18754

QUAN.	DESCRIPTION	AMOUNT
1	bracelet	21.80
	at $21.80	
2	Lipsticks	~~2.98~~ 2.50
	at $1.49 ea.	
Amount of sale		~~24.30~~ 24.78
Sales Tax		~~1.98~~ 1.00
Total		~~25.28~~ 25.78

POSITIVELY NO EXCHANGES

FORM NO. 3

REGAL STORES INC.
5353 King Street at Queen
Charleston, SC 29405

TO: T & J Athletics
802 Chestnut St.
S. Hampton, NY 02030
TERMS: 10/20, n/30

INVOICE NO. 450
DATE: August 7, 19--
YOUR ORDER NO. 54789
SHIP VIA: ~~Truck~~ Truck

QUANTITY	DESCRIPTION	UNIT PRICE	EXTENSION
18	Scooters, Red, X1783	195.00	~~3,510.00~~ 1,865.00
4	Surf boards	75.00	300.00
	14		~~2,165.00~~ 3,810.00

KEY

CHECK-OUT ACTIVITIES, CONTINUED

FORM NO. 4

859

January 17, 19 --

PAY TO THE ORDER OF Roger A. Smith $ 40.76

Forty Forty dollars and 76/100 cents DOLLARS

FOR Loan Maleeta M. Jones

FORM NO. 5

860

~~February~~ January 18, 19 --

PAY TO THE ORDER OF Roger A. Smith $ 845.18

Eight ~~Hundred~~ Hundreds forty-five and 18/100 DOLLARS

FOR Loan Maleeta M. Jones

⑈ 0000000-C0000000-⑈ 000000 10-13-6058-4 ⑆000000000000084158⑆

Amount paid by bank is incorrect.

FORM NO. 6

REGAL STORES, INC.
5353 King Street at Queen
Charleston, SC 29405

BANK RECONCILIATION

August 25, 19--

CHECKBOOK BALANCE	$7,654.00	BANK STATEMENT BALANCE	$8,092.76
LESS SERVICE CHARGE	24.00	LESS OUTSTANDING CHECKS *	
		#819 $200.00	
		#820 150.00	350.00
CORRECTED BALANCE	$7,630.00	CORRECTED BALANCE	$7,742.76

*A third outstanding check No. 817, was omitted in error; can you determine the amount? $112.76

$7,742.76 – $7,630.00

_____ 19____

SOLD TO _____

ADDRESS _____

QUAN.	DESCRIPTION	AMOUNT

_____ 19 ____

SOLD TO _____

ADDRESS _____

QUAN.	DESCRIPTION	AMOUNT

TO:

INVOICE NO.:
DATE:
YOUR ORDER NO.:
SHIP VIA:

TERMS:

QUANTITY	DESCRIPTION	UNIT PRICE	EXTENSION

865

_____ 19_____

PAY TO THE ORDER OF _____ $ _____

_____ DOLLARS

FOR _____ _____

866

_____ 19_____

PAY TO THE ORDER OF _____ $ _____

_____ DOLLARS

FOR _____ _____

BANK RECONCILIATION

CHECKBOOK BALANCE	BANK STATEMENT BALANCE
LESS SERVICE CHARGE	LESS OUTSTANDING CHECKS
CORRECTED BALANCE	CORRECTED BALANCE